

CDBG Program

Community Focus Fund

2004 Calendar

Round I:

Proposal deadline	January 23, 2004, 5:00 p.m. *
Application workshop	March 3, 2004, 1:00 p.m. *
Application deadline	April 2, 2004, 5:00 p.m. *
Award announcements	Early June

Round II:

Proposal deadline	July 9, 2004, 5:00 p.m. *
Application workshop	August 13, 2004, 1:00 p.m. *
Application deadline	September 3, 2004, 5:00 p.m. *
Award announcements	Early November

*All times are Indianapolis time

For information about the CDBG Consolidated Plan Update download:

http://www.in.gov/doc/forms&services/Indiana_report2002.pdf

Description

The Community Focus Fund is a grant program administered by the Indiana Department of Commerce and funded with federal Community Development Block Grant (CDBG) dollars. These grants support a variety of construction projects that either benefit low to moderate income persons or eliminate blight in communities.

Applicant Eligibility

Eligible applicants include:

- Small cities which do not receive a CDBG entitlement directly from U.S. Housing and Urban Development;
- Incorporated towns;
- Counties (excluding Lake and most of Hamilton County).

Project Eligibility

Eligible projects typically include infrastructure improvements, fire protection, downtown revitalization, community centers, day care centers, senior centers, historic preservation, and infrastructure in support of housing. The project must meet one of the national objectives and be an eligible activity under the Community Development Block Grant program, and it must comply with applicable state and federal laws and regulations.

Funding and Distribution

There is approximately \$25,000,000 available each year through this program. The maximum award amount cannot exceed \$500,000. A local match of at least 10% of the total project cost is required. In-kind contributions can be counted as local match up to 5% of the total project cost, with a maximum of \$25,000.

Application Process

There are two competitive funding rounds per year. Each round consists of the submittal of a proposal to the Indiana Department of Commerce, a site visit, and submittal of a final application. Please contact the Community Development Division for deadlines. An interested applicant should also meet with a Community Development field representative to discuss the project prior to submitting a proposal. At the time of application, a city or town cannot have more than one open Community Focus Fund (CFF) or Planning Grant, and a county cannot have more than two open CFFs and/or Planning Grants. Any open CFFs must be under construction by the time another CFF application is submitted.

Technical Assistance

The Community Development Division of the Indiana Department of Commerce can provide assistance with project development and the application process. All communities should contact their Community Development field representative as one of the first steps in considering a Community Focus Fund grant.

Region 1	John Kennedy	219-787-6997
Region 2	Sharon Kendall	574-288-6832
Region 3	Dan Yamanaka	260-426-8803
Region 4	Charlie Sparks	765-868-8165
Region 5	Sherry McLauchlan	765-775-2125
Region 6	Chris Pfaff	812-237-8985
Region 7	Scott Fulford	317-234-2085
Region 8	Greg Beumer	765-285-1550
Region 9	Vicki Kellerman	812-574-4363

Region 10	Doris Sims	812-856-4063
Region 11	Connie Fowler	812-461-5354
Region 12	Dustin White	812-941-2115

Community Focus Fund Planning Grant Policy Statement

Description

The Community Focus Fund Planning Grant program is administered by the Indiana Department of Commerce and funded with federal Community Development Block Grant (CDBG) dollars. It is designed to assist in the funding of feasibility plans for future projects that either benefit low to moderate income persons or eliminate blight in communities. The goal is to identify needs/issues, explore options in addressing them, and determine the best course of action.

Applicant Eligibility

Eligible applicants include:

- Small cities which do not receive a CDBG entitlement directly from U.S. Housing and Urban Development;
- Incorporated towns;
- Counties (excluding Lake and most of Hamilton County).

Project Eligibility

Typical eligible planning activities include feasibility studies, preliminary engineering reports (PERs), project plans, redevelopment plans, environmental reviews and assessments, and site control, for issues such as infrastructure in support of affordable housing, land use, economic development, downtown revitalization, wetlands management, utilities, and historic preservation. Costs associated with data gathering, studies, analysis, preparation of plans, and the identification of actions to implement such plans are eligible for reimbursement.

The project must meet one of the national objectives and be an eligible activity under the CDBG program, and it must comply with applicable state and federal laws and regulations.

Funding and Distribution

The total amount available each fiscal year is \$2,000,000. The maximum award amount cannot exceed \$50,000, and there is a required local match of 10% of the total project cost. In-kind contributions do not count

toward the local match requirement. Typically, a water or sewer infrastructure study and preliminary engineering report can be completed for \$35,000 or less.

Application Process

Applications are accepted on a monthly basis, with a deadline of the last business day of each month. A letter of intent to submit a Planning Grant application must be sent to Dan Lake, Community Planning Specialist, in the Community Development Division at least one month prior to the application deadline. This will allow Community Development staff to conduct a site visit prior to completion of the application. The procurement process for obtaining professional services for the planning study must be completed prior to submitting an application, which may result in a 60-day period between letter of intent and submittal of the application.

At the time of application, a city or town cannot have more than one open Community Focus Fund (CFF) or Planning Grant, and a county cannot have more than two open CFFs and/or Planning Grants. Any open CFFs must be under construction by the time a Planning Grant application is submitted.

Technical Assistance

The Community Development Division of the Indiana Department of Commerce can provide assistance with project development and the application process. All communities should contact their Community Development field representative as one of the first steps in considering a Community Focus Fund Planning Grant.

Region 1	John Kennedy	219-787-6997
Region 2	Sharon Kendall	574-288-6832
Region 3	Dan Yamanaka	260-426-8803
Region 4	Charlie Sparks	765-868-8165
Region 5	Sherry McLauchlan	765-775-2125
Region 6	Chris Pfaff	812-237-8985
Region 7	Scott Fulford	317-234-2085
Region 8	Greg Beumer	765-285-1550
Region 9	Vicki Kellerman	812-574-4363
Region 10	Doris Sims	812-856-4063
Region 11	Connie Fowler	812-461-5354
Region 12	Dustin White	812-941-2115

Questions regarding these policies should be directed to the regional representatives listed above or the Community Development Division by calling 317/232-8911 in the Indianapolis area, 800/824-2476 elsewhere in

Indiana, via TDD at 317/233-5977, or write:

Indiana Department of Commerce
Community Development Division
One North Capitol, Suite 600
Indianapolis, IN 46204-2288